

Approved For Release 2004/12/02 : CIA-RDP81M00980R000200050026-7

9 NOV 1978

MEMORANDUM FOR: Executive Career Service Board Members

FROM : James H. Taylor, Chairman
Executive Career Service Board

SUBJECT : Issues to be Discussed regarding the
Revised Executive Career Service Guidelines

1. Based upon comments and questions which have arisen in recent weeks concerning the "new look" of personnel management stimulated by Mr. Carlucci I feel that we need one more meeting to discuss certain features and requirements iterated in the revised Executive Career Service Guidelines before publication.

2. Specifically, I would like to discuss at least the following issues:

- a. The method by which individuals are to be notified of their panel evaluation rankings.
- b. The applicability or utility of the five rankings currently used by the Agency. (Professional vs. Clerical)
- c. The handling of placement problems caused by reorganizations, TDY's, Leave Without Pay's, etc.
- d. The vacancy notice requirements.
- e. Approach to the evaluation of promotions to and within the supergrade levels.

3. Since I think we need to move towards the issuance of an acceptable document rather quickly, I would like to call a Board meeting for 3:00 on Thursday, 16 November, to discuss these issues, and these issues only. Further, I think these are of sufficient importance to justify the attendance of the principal members rather than alternates if that is at all possible.

James H. Taylor

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ROUTING AND RECORD SHEET

2251/1

SUBJECT: (Optional)

Guidelines

FROM:

EXTENSION

NO.

OLC #78-2251/1

DATE

8 Nov 78

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Frederick P. Hitz, Member
Executive Career Service Board

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